

CITY/STATE AGENCY EXHIBITOR APPLICATION & AGREEMENT

2019 Newport News Fall Festival

| CONTACT INFORMATION | |
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| EXHIBITOR'S NAME (or ORGANIZATION CONTACT NAME): | |
| NAME OF CITY DEPARTMENT OR CITY-RELATED AGENCY : | |
| MAILING ADDRESS: | |
| DAYTIME PHONE: | |
| EVENING/OTHER PHONE: | |
| E-MAIL ADDRESS (for important updates and information): | |
| PERSON TO NOTIFY IN CASE OF EMERGENCY (include phone number): | |

| EXHIBIT DESCRIPTION |
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| Please describe below in detail your demonstration/exhibit. Please attach an additional sheet of paper if you need more space: |
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| BOOTH INFORMATION | |
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| EQUIPMENT REQUEST (MUST be completed—if none, mark "0" in each box provided): | # <input style="width: 40px;" type="text"/> Folding Chairs # <input style="width: 40px;" type="text"/> 6' Tables |
| IF YOU REQUIRE ELECTRICITY ON-SITE, PLEASE EXPLAIN (requests for electricity are NOT guaranteed): | |
| PARKING PASSES NEEDED: | I need <input style="width: 40px;" type="text"/> parking pass(es) for MYSELF and/or the WORKERS in my booth. Due to the limited amount of exhibitor parking, the Festival Staff reserves the right to limit the number of parking passes issued to Exhibitors. Carpooling is recommended. Additional passes may be purchased during set-up (\$10.00 each, good for both days). |

| RULES AND REGULATIONS | |
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| WEATHER | There is no rain site or rain date. The Festival will remain open unless Festival Staff determines the conditions to be severe. Exhibitors should come prepared with suitable materials to protect their belongings. |
| BOOTH SPACES & ELECTRICITY | Each space will be approximately 10'x10' in a wooded area of the park. Unfortunately, we cannot guarantee requests for specific booth sites. Requests for electricity will only be considered from those who require electricity for their booth display and who have made the request on their application. Requests for electricity and/or additional equipment (tables, chairs) made on-site will not be honored. |
| SET-UP TIMES & PROCEDURES | Show dates are October 5 & 6, 10:00 a.m. to 5:00 p.m. daily. Set-up dates are October 4th from 2:00 p.m. to 5:00 p.m. and October 5th from 6:30 a.m. to 8:30 a.m. Exhibitors must provide their own set-up and display equipment (except tables and chairs, which are provided as requested). Vehicles may not remain in the exhibit area. Additional parking passes may be purchased during set-up, beginning October 5th (\$10.00 each, good for both days). Pets and bicycles are not permitted in the Festival area. For safety reasons, some vehicles may be denied access to pathways (trailers, etc.). Additional set-up information will be mailed by Monday, August 26, 2019. |
| MANNING OF BOOTH SPACE | All exhibitors must be prepared with sufficient materials to display for the duration of the show and must preside over their exhibits. Staff will not booth sit for any reason due to liability. It is strongly recommended that you bring a friend or co-worker to assist you with set-up, breakdown, and to man your booth during breaks. EXHIBITORS MUST MAN THEIR BOOTHS DURING ALL FESTIVAL HOURS (10:00 a.m.-5:00 p.m. daily). Arriving late and/or leaving early is not permitted, and may result in automatic dismissal from the Festival. Failure to abide by the rules and regulations WILL AFFECT future Fall Festival acceptance and participation for the organization. |
| EXHIBITOR CONDITIONS | Exhibitors are NOT permitted to conduct fundraising activities during the Fall Festival. Raffles, donation request signs, donation jars/boxes, dues/fees collections, and other forms of fundraising transactions are not permitted on-site. Only those activities listed on and approved from your application will be allowed, and only those Exhibitors who are pre-approved by written agreement to provide a Festival service in exchange for sales space are permitted to conduct on-site merchandise sales. Exhibitors ARE permitted to offer for sale self-promotional merchandise that is also theme-appropriate for the event as determined by festival staff—please have these items approved in advance of the show. Exhibitors are NOT permitted to distribute materials outside their booth space, and are NOT permitted to wander and approach festival-goers throughout the park. |

| AGREEMENT | |
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| "I have read and understand the rules and regulations of the 46th Annual Newport News Fall Festival as stated above. I understand that I may be asked to leave the show if the Fall Festival Staff deems that I have misrepresented myself or if I do not abide by the Festival regulations, and that failure to abide by ALL the regulations as stated above will affect future Fall Festival acceptance and participation by myself and my organization. " | |
| SIGNED: | DATE: |

E-MAIL BY JULY 26, 2019 TO: swhite@nnva.gov ~ or ~ MAIL TO:
Newport News Parks, Recreation & Tourism
c/o Fall Festival
700 Town Center Drive, Suite 320
Newport News, VA 23606